

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BOGALUSA---- PARISH OF WASHINGTON

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BOGALUSA ---- PARISH OF WASHINGTON

FIRE SERVICE

LINE CLASSES

FIREFIGHTER*
FIRE DRIVER**
FIRE CAPTAIN**
DISTRICT FIRE CHIEF **
ASSISTANT FIRE CHIEF **
FIRE CHIEF*

POLICE SERVICE

LINE CLASSES

POLICE OFFICER*
POLICE OFFICER FIRST CLASS **
POLICE SERGEANT**
POLICE LIEUTENANT**
POLICE CAPTAIN **
POLICE MAJOR **
ASSISTANT POLICE CHIEF**
POLICE CHIEF*

LINE SUPPORT CLASSES

CORRECTIONS OFFICER *
CORRECTIONS OFFICER II **

RADIO DISPATCHER*
RADIO DISPATCHER SUPERVISOR **

SECRETARY TO THE POLICE CHIEF*

DEPARTMENTAL RECORDS CLERK *

*Competitive class

**Promotional class

BO Index

Original Adoption: 02-11-46

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12-11-62, 12-01-64, 01-06-66, 02-25-70, 10-30-72, 02-26-73, 07-23-74,
10-14-75, 12-09-75, 01-21-77, 06-12-79, 07-25-83, 04-07-88, 03-12-91,
10-24-91, 01-09-03, 11-20-07, 04-29-13, 01-10-23, 02-27-23

FIRE SERVICE

FIREFIGHTER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of routine work of the fire department as specially assigned while being trained on the job for the more responsible and skilled work of First Class Firefighters.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves limited phases and responsibilities of fire fighting for new employees entering the service of the department. Employees work along with and receive assistance from older employees of the department, and are taught the fundamentals and more advanced phases of fire fighting work by superior officers who closely supervise their performance. Persons in this class must successfully pass departmental progress tests before being confirmed as a regular and permanent employee in this class.

EXAMPLES OF WORK

(Illustrative only.)

Assist in laying and connecting hose, turning water on and off, carrying ladders, and other similar work;

Clean equipment, stations, and grounds, and other routine custodial and maintenance work at the stations;

Attend classes of instruction, read and study assigned materials, practice tying knots, raising and placing ladders, etc., and generally prepare for the performance of work and promotion to Firefighter First Class.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good general intelligence;

Fair knowledge of the city including location of principle streets and buildings;

Ability to drive an automobile;

Ability and willingness to learn fire fighting work and methods, departmental rules and regulations, and for the satisfactory performance of assigned tasks;

Ability and willingness to be courteous and get along with others; Ability and willingness to seek advancement to Firefighter First Class.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Minimum age, eighteen (18) years;

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must successfully pass a medical examination assuring good health, sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the duties of the position before appointment from employment list;

Must successfully pass civil service test testing aptitude for beginning work in this class;

Must be fingerprinted and photographed by the Bogalusa Police Department prior to acceptance of application;

A certified photostat of each applicant's birth certificate must accompany applicants application for admission to examination.

Firefighter BO
Original Adoption: 02-11-46
Revision Dates: 02-09-49, 06-09-59, 06-18-68, 06-02-70, 10-14-75, 03-06-78, 10-09-95, 02-26-18

FIRE DRIVER

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Drive and operate fire department vehicles and apparatus; extinguish and prevent spread of fires; routine maintenance and custodial work on departmental vehicles, equipment, stations, and grounds; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Employees of this class perform the driving and pumping duties of Captain, and the fire fighting duties of First Class Firefighter, no alternate shifts, as assigned, to relieve employees of these two classes. The work involves skilled and hazardous equipment, and in fire fighting and life saving activities. The work is performed under the supervision of a superior. This class ranks immediately below that of Captain. Persons in this class must successfully pass departmental progress tests before being confirmed as regular and permanent employees in this class.

EXAMPLES OF WORK

(Illustrative only)

Drive fire machine to and from fire, as directed; drive other motor driven equipment by special order or permission;

Lay and connect hose lines;

Operate pump at fire, as required;

Perform general fire fighting and life saving work at scene of fire when not engaged in pumping operations;

Clean and maintain fire apparatus for instant use, dry hose, reload machines with dry hose, refill fire extinguishers and booster tanks, clean station, cut grass and keep premises neat and tidy;

Learn and practice new methods.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of fire department apparatus, tools, and equipment and their proper uses;

Good knowledge of modern methods of fire fighting, and the fundamentals of first aid;

Good knowledge of the location of the streets, principal buildings, fire hydrants, and alarm boxes in the locality;

Fair mechanical aptitude;

Ability to drive and effectively operate fire machines and apparatus;

Ability and willingness to understand and carry out written and oral instructions;

Ability and willingness to keep informed on new methods of work;

Ability and willingness to get along with others.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the CLASS OF FIREFIGHTER, as adopted by this Board;

Must be at least twenty-one (21) years of age;

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work, before appointment from employment list.

Must successfully pass civil service test, testing aptitude for beginning work in this class.

Fire Driver BO
Original Adoption: 02-11-46
Revision Dates: 02-09-54, 10-14-75, 08-07-17

FIRE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Drive and operate fire department vehicles and equipment, and generally direct the activities of a fire company; perform fire prevention work; train and drill other employees in standardized methods of fire fighting, use of equipment, fire prevention, and first aid; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Employees of this class perform generally all phases of work attached to the class, provided, however, any one or more of the phases or general duties may be assigned for specialized performance to any of the various employees of the class. Each phase of work carries with it, its own individual responsibilities and personal hazards. The work involves both supervisory and non-supervisory duties and is performed under the general supervision of a superior office. This class ranks immediately below Assistant Fire Chief. Persons in this class must successfully pass departmental progress tests before being confirmed as a regular and permanent employee in this class.

EXAMPLES OF WORK

(Illustrative only)

Respond to all fire alarms or emergency calls assigned to his company, drive fire machine to fire, size up fire and lay hose lines when necessary;

Operate fire pump at fires, when pumping operations are required, otherwise direct and assist in work subordinates;

Supervise and assist in the work of subordinate employees at the stations, as required;

Inspect property at scene of fire to prevent re-ignition;

Inspect apparatus and equipment, grounds, and station to insure proper order and condition and that fire apparatus is at all times, ready for instant use;

Perform minor clerical work, such as making reports on fires, personnel, activities of company, and the preparation of requisitions for supplies, etc.;

Inspects public buildings, business houses, hospitals, schools, and places of public gatherings under the special direction of the Chief for the purpose of detecting fire hazards or conditions which are otherwise hazardous to life or property; make fire prevention talks to school children and other civilian groups;

Prepare and conduct employee training courses, using lectures, practical performance, demonstration, and test methods of teaching.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of fire department apparatus, tools, and equipment and their proper uses;

Good knowledge of modern principles and methods of fire fighting and fire prevention work, and the fundamentals of first aid;

Ability to size up fires, recognize danger, and to take immediate action necessary for the protection of life and property;

Good knowledge of the location of the streets, principal buildings, fire hydrants, and alarm boxes in the locality;

Ability to inspect buildings, recognize and determine fire or other hazardous conditions; and, to make written and oral reports of such conditions, and recommendations for their correction;

Ability to prepare and effectively conduct special courses in employee training for employees of equal or subordinate classes in the department;

Ability and willingness to impart knowledges, and experiences to others;

Ability and willingness to lay out work for subordinates, and to effectively direct and supervise their performances;

Ability and willingness to understand and effectively carry out written and oral instructions;

Ability and willingness to learn and keep informed on new methods of work;

Ability and willingness to get along with others.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the CLASS OF DRIVER, as adopted by this Board;

Must be at least twenty-one (21) years of age;

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work, before appointment from employment list.

Must successfully pass civil service test, testing aptitude for beginning work in this class.

Fire Captain BO

Original Adoption: 02-11-46

Revision Dates: 02-09-54

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which is overseeing department operations on an assigned shift. Employees of this class perform or direct fire inspections and collect information for pre-fire planning, handle fire investigations, direct the testing of equipment, perform public relations duties, and supervise subordinate personnel on the assigned shift, as well as directing fire fighting, rescue, and emergency medical activities at the scene of a fire or other emergency until relieved by a superior officer. District Fire Chiefs are required to perform the duties of their position with a high degree of independence. Work is reviewed by an Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes the duties of the Assistant Chief in the event of absence of the Assistant Chief.

Manages all department operations on an assigned shift. Conducts inspections of the various divisions of the department, evaluates the effectiveness of these operations, and takes appropriate action to improve problem areas. Assists in the investigation of complaints against department personnel.

Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Assists in coordinating the work of the department with related federal, state, and local agencies.

Supervises department employees on an assigned shift. Writes employee evaluation reports, resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline among employees of the department, including conducting corrective interviews.

Supervises subordinate employees at the scene of a fire or other emergency until relieved by the Assistant Fire Chief or the Fire Chief, and directs emergency scene operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and emergency medical operations. Participates in the handling of emergencies involving hazardous materials.

Enforces fire prevention codes. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to prevent removal or damage of evidence of suspected arson; collects and label evidence.

Tests or directs the testing of equipment to assure that it meets all applicable federal, state, and local standards.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

District Fire Chief BO
Original Adoption: 03-12-91
Revision Dates: 05-20-19

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is to manage all department operations on an assigned shift. An Assistant Fire Chief will also be required to oversee all operations of the department in the absence of the Fire Chief. Employees of this class are responsible for maintaining all records of the assigned shift, providing for maintenance and repairs of equipment and property, supervising the activities of all personnel on the assigned shift and providing training for those employees, as well as taking command at the scene of a fire or emergency and directing all rescue and fire fighting activities until relieved by the Fire Chief. The Assistant Fire Chief performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes the duties of Fire Chief in the absence of the Chief. Manages all department operations on one shift. Assists with research and planning for programs and activities of the department. Conducts inspections of department operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations which will improve ISO ratings. Works with boards and agencies (such as retirement boards, supplemental pay boards, firefighter training agencies) by attending meetings, supplying records, or providing other assistance required.

Supervises the preparation and maintenance of the records and reports of an assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping records. Prepares payroll records, LFIRS reports, and any other forms or records assigned. Compiles and organizes data and writes reports needed to document the activity of the shift.

Supervises subordinate employees on an assigned shift. Inspects the appearance of equipment and personnel. Assigns duty areas and work schedules, and approves leave. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Maintains discipline.

Develops a training program for the department and assures that the program is properly staffed and supplied with training resources. Provides for training outside the department when required. Conducts formal classroom training, conducts drills and evolutions, and provides on-the-job training.

Supervises subordinate employees at the scene of a fire or other emergency until relieved by the Fire Chief, and directs emergency scene operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, overseeing safety precautions, and providing emergency medical attention. Participates in the handling of emergencies involving hazardous materials. Maintains fire ground communications.

Enforces fire prevention codes for public assemblies, for the handling and storage of combustible materials, or for the use of flammable liquids and explosives. Directs the inspection of buildings to determine the existence of potential fire hazards. Provides for the collection of information for pre-fire planning.

Investigates the causes, origins, and circumstances of fires occurring in the city. Provides for the security of the fire scene to prevent removal or damage of evidence. Oversees the collection and labeling of evidence and assists arson investigation personnel. Testifies in court when required.

Supervises the general care and maintenance of department apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance. Inspects all equipment and property after repairs to see that these were properly accomplished. Purchases equipment and supplies, keeping such purchases within the established budget. Disburses supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age, and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

Assistant Fire Chief BO

Original Adoption: 03-17-52

Revision Dates: 02-09-54, 03-12-91, 05-20-19

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer of the fire department. The incumbent of the class is responsible for managing all services of the department, as well as for overseeing equipment and property and managing all assigned personnel. The Fire Chief has direct responsibility for budgeting, for providing necessary records and reports, and for performing public relations duties, in addition to managing department operations at the scene of a fire or other emergency. The employee of this class works with a high degree of independence in the performance of required duties, reporting to and having work reviewed by the Mayor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department, including planning, organizing, and overseeing all functions and services performed by the department, managing all equipment and property of the department, and directing all employees. Sets management policies, goals, and objectives for the department. Evaluates the effectiveness of the various divisions of the department and takes appropriate action to correct problem areas.

Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Develops changes in department operations which will help the city improve ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Writes letters in answer to requests or as required to handle needs of the fire department.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and determines action to be taken in reply. Interviews prospective employees and makes recommendations for hiring. Keeps promotional eligibility lists and recommends promotions.

Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares and submits an operating budget for the department, including compiling necessary information and preparing expenditure estimates.

Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Provides for the maintenance of all department records, such as personnel records, records of activity, and inventory records.

Serves as department representative at all required meetings, gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Gives talks and conducts demonstrations for school and civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies.

Directs operations at the scene of a fire or other emergency. Performs size-up of the emergency scene and directs subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, and overhaul. Takes charge of all safety procedures at the emergency scene. Directs the handling of emergencies involving hazardous materials.

Supervises all employees of the department, assigning work, reviewing reports, and evaluating work performance. Provides for on-the-job training. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and by recommending disciplinary action to the appointing authority.

Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet needs. Conducts formal training classes for department employees.

Directs a program of fire inspections to determine the existence of potential fire hazards. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of arson. Assists arson investigation personnel and testifies in court when required.

Supervises the general care of all vehicles, equipment, and property of the department. Arranges for repairs and maintenance and inspects equipment and property after repairs to see that these were properly accomplished. Directs the testing of equipment to ensure that it meets all applicable federal, state, and local standards. Writes specifications for new department equipment and prepares them for public bids. Purchases equipment and supplies, keeping such purchases within the established budget.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least four (4) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities **OR** must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in classified fire service positions, at least one (1) year of

which must have been in positions which include administrative or supervisory responsibilities at the rank of captain or above. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief BO

Original Adoption: 02-11-46

Revision Dates: 02-09-54, 03-12-91, 02-26-18, 05-20-19

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of routine work of the police department as specially assigned while being trained on the job for the more responsible and skilled work required of a First Class Police Officer; or act as night jailer and perform all duties related thereto, as required.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves limited phases and responsibilities of law enforcement for new employees entering the service of the department. Employees work along with and receive assistance from older employees of the department, and are taught the fundamentals and more advanced phases of police work by superior officers who closely supervise their performances. Persons in this class must successfully pass departmental progress tests before getting confirmed as regular and permanent employee in this class.

EXAMPLES OF WORK

(Illustrative only.)

Assist in patrol work;

Mark cars for overtime parking;

Answer questions for and direct public;

Assist children, crippled, blind, or elderly persons in crossing streets, etc.;

Help maintain order in crowds and at public gatherings;

Attend classes of instruction, read and study assigned materials, and generally prepare for the performance of work and promotion to Police Officer First Class.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good general intelligence;

Fair knowledge of the city including location of principle streets and buildings;

Ability to drive an automobile or motorcycle;

Ability and willingness to read, understand, and follow written and oral instructions.

QUALIFICATION REQUIREMENTS

Minimum age, twenty-one (21) years;

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must successfully pass civil service test testing aptitude for beginning work in this class;

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work and must successfully pass an agility test and psychiatric examination before appointment from employment list;

Must be fingerprinted and photographed by the Bogalusa Police Department prior to acceptance of application;

A certified photostat of each applicant's birth certificate must accompany application for admission to examination.

Police Officer BO

Original Adoption: 02-11-46

Revision Dates: 02-09-54, 08-11-64, 01-06-66, 06-18-68, 06-02-70, 10-14-75, 03-06-78,
10-09-95, 02-26-18

POLICE OFFICER FIRST CLASS

(Promotional Class)

GENERAL STATEMENT OF DUTIES:

Patrol the entire city or an assigned part thereof and investigate irregular conditions and circumstances, suspicious persons and their activities, detect and prevent crime, direct traffic when necessary or as expressly assigned, assist the public, make arrests as required by law, perform the work of desk clerk, operate police radio, receive and discharge prisoners, as directed.

DISTINGUISHING FEATURES OF THE CLASS:

Work of this class is primarily confined to patrol and traffic direction tasks, and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior; employees in this class normally work in uniform, but may be assigned to SPECIAL DUTY IN PLAIN CLOTHES for criminal investigation and identification work, special assignments are usually carried out under the immediate and special supervision of a superior officer. This class ranks immediately below that of Sergeant. Persons in this class must successfully pass departmental progress tests as required before being confirmed as a regular and permanent employee in this class.

EXAMPLES OF WORK:

(Illustrative only)

Patrol assigned area on foot, on a motorcycle, or in a radio cruising car, as required;

Report immediately to headquarters any hazardous conditions found in streets or on sidewalks, such as fallen tree limbs or electrical power lines, broken water or gas mains, etc.;

Visit specific locations in order to obtain evidence;

Give special assistance to fire trucks, ambulances, doctors' cars, and public utility emergency repair vehicles in getting through traffic and congested areas during emergencies;

Investigate suspects, victims, witnesses and informers to obtain evidence;

Direct traffic and keep it moving; mark cars for overtime parking; investigate traffic accidents and make reports to headquarters;

Watch for and investigate suspicious activities; be on the lookout for wanted and missing persons, stolen cars and property;

Answer questions for, direct and assist the public;

Check railway and bus stations for vagrants, disorderly persons, wanted and missing persons, and generally protect and assist the traveling public;

Maintain order in crowds and at public gatherings;

Receive and transmit radio messages from radio patrol car;

Escort parades, funeral processions, and convoys;

Serve subpoenas and execute warrants, as directed;

Arrest law violators as required by law;

Search arrested persons for offensive or dangerous weapons, and incriminating evidence;

Visit scene of crime, locate and photograph latent fingerprints and other evidence discovered;

Escort prisoners to the headquarters and have them booked on charges;

Escort prisoners to court, and testify in court, when required;

Make reports;

Do other related work as instructed by superiors.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good judgment and general intelligence;

Good knowledge of the city;

Good observation and memory;

Good knowledge of laws and ordinances governing police work;

Some knowledge of the fundamentals of first aid;

Ability to be courteous, yet firm with the public;

Ability and willingness to keep informed on late methods of work;

Ability and willingness to understand and carry out oral and written directions;

Ability to take and classify fingerprints;

Ability to drive an automobile or motorcycle;

Ability to write clear and comprehensive reports;

Skill and sound discretion in the use of fire arms;

Ability and willingness to direct and supervise subordinates and maintain an efficient identification division;

Ability and willingness to seek advancement to a higher class;

Ability to get along with others.

QUALIFICATION REQUIREMENTS:

Must be a regular and permanent employee in good standing in the CLASS OF POLICE OFFICER as adopted by this Board;

Must successfully pass civil service examination testing aptitude for beginning work in this class;

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work, before appointment from employment list.

Police Officer First Class BO
Original Adoption: 02-11-46
Revision Dates: 02-09-54, 01-06-66, 10-14-75

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervise the activities of a group of patrolmen, or personally perform difficult and complex clerical work, as assigned, perform specialized police work in the investigation of violations of law and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Employees of this class supervise and assist in the police work of equal responsibility. Qualified employees of this class MAY be assigned to perform the duties of DESK SERGEANT, or to the Detective Bureau in PLAIN CLOTHES. Assignments are usually made to individual detectives and to specific cases to be followed to conclusion, normally culminating in the preparation of a case of prosecution. Specific assignments are received from Superiors. Work is reviewed by oral or written reports to Superiors or by personal inspection. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

(Illustrative only)

Inspect police officers before they go on duty for compliance with departmental regulations;

Make arrests in accordance with law;

Transmit orders to police officers;

Check police officers in the performance of their duties and offer assistance, make suggestions, or give instructions, for better execution of work;

Report any breach of duty or inefficiency to the Superior officer in charge;

Conduct the primary investigation of major traffic accidents or violations;

Make daily reports, as required;

Act as Desk Sergeant performing such duties as receiving telephone calls, assisting Captain in operation of headquarters office, handle prisoners', bonds, fines and valuables;

Perform difficult and complex police clerical work, when and as assigned;

Ascertain information or secure evidence for the arrest of persons alleged to have committed a crime;

Visit specific locations in order to obtain evidence;

Interview suspects, victims, witnesses, and informers to obtain evidence;

Determine the sufficiency of evidence necessary to hold suspects;

Investigate reports of missing persons and property;

Write reports of all activities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of modern principles and practices of police work;

Good knowledge of laws and ordinances governing police work;

Good knowledge of the geography of the city;

Good judgement;

Ability to instruct and direct subordinates in police work;

Ability to get information over the telephone from excited persons;

Ability to be courteous, yet firm with the public;

Ability and skill in the conducting of investigations;

Good working knowledge of federal and state laws and city ordinances with particular reference to criminal law relating to apprehension, arrest, and prosecution of persons;

Ability to obtain information through interview, interrogation, and observation;

Ability to understand and execute difficult oral and written directions;

Ability to write clear and comprehensive reports;

Ability to drive automobile;

Ability and sound discretion in the use of firearms;

Ability to deal courteously, but firmly with the public;

Ability and willingness to take and give instructions; and keep informed on late methods of police work;

Ability to prepare and maintain records and make reports, as required;

Ability and willingness to get along with others.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the CLASS OF POLICE OFFICER FIRST CLASS;

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age and passing a civil service examination for the position.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work, before appointment from employment list;

Police Sergeant BO
Original Adoption: 02-24-65
Revision Dates: 01-06-66, 10-14-75, 05-20-19

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duty of which is assisting a Police Captain in managing the activities of an assigned shift. Police Lieutenants assist with assigned administrative duties, complete records, write reports, perform public relations duties, and assist with the care and maintenance of equipment assigned to the shift. Employees of this class both supervise and perform law enforcement duties in the areas of patrol operations, traffic control and accident investigation, criminal investigation, special operations, and handling of juveniles. Lieutenants have the authority to work independently in most areas, with work reviewed by the shift Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists a Police Captain in overseeing the law enforcement operations of the department on an assigned shift. Conducts inspections and observes the operation of assigned functions. Reviews incoming communications for the shift and takes action by either handling the matter or assigning it to a staff member. Assists in the investigation of all accidents involving department equipment or personnel.

Completes all records and forms assigned. Compiles and analyzes data needed for reports and writes reports to document activity of the assigned shift or to handle any other police department matter assigned.

Answers questions for the public about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when required.

Supervises subordinate police department employees. Holds meetings to receive reports and disseminate information. Assists in conducting roll-call activities such as training, information exchange, and personnel deployment for the shift; inspects the appearance of assigned personnel and equipment. Assigns duty areas and work schedules. Reviews reports written by subordinates and provides assistance in technical areas of work. Discusses work performance

with subordinates and resolves complaints and grievances. Writes employee evaluation reports. Maintains discipline. Provides on-the-job training for department members.

Assists in supervising law enforcement activities performed by subordinate personnel on an assigned shift, and personally performs duties in the areas of patrol operations, traffic control and traffic accident investigation, criminal investigations, special tactical operations, and handling of juveniles. Testifies in court when required.

Checks all police department equipment, such as communications systems or police units, on a regular basis to assure that equipment is in correct operating condition.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Police Sergeant.

Police Lieutenant BO
Original Adoption: 01-06-66
Revision Dates: 03-12-91, 05-20-19

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative law enforcement positions, the primary duty of which is managing one of the department's patrol shifts. The Police Captain administers the assigned shift, overseeing the work of all assigned employees and controlling the care and use of assigned equipment, vehicles, and property. Employees of this class are also responsible for the records of shift activity and for assigned public relations duties. Police Captains both supervise and perform law enforcement duties in the areas of patrol operations, traffic control and accident investigation, criminal investigations, special operations, and the handling of juveniles. Work of this class is performed with a high level of independence, with special instructions from a Police Major, who also reviews the work of the class. This class ranks directly below that of Police Major.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a patrol shift. Decides on the organization of the assigned shift, including officer deployment. Reviews incoming communications for the division and handles the matter or assigns it to a subordinate. Completes any forms and records required for the assigned division.

Investigates complaints against personnel in the assigned division and makes recommendations for handling each complaint. Assists in the investigation of any accident involving department equipment or personnel, determines the cause, and makes a recommendation on procedure to avoid future accidents.

Promotes a positive public image of the work of the department in the performance of duties. Answers questions for the public about the operation of the police department or related areas of law enforcement. Serves as a consultant for smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training or law enforcement efforts.

Supervises subordinate police department employees. Holds meetings to receive reports or disseminate information. Conducts roll-call; inspects the appearance of assigned personnel and equipment to insure compliance with departmental standards for safety and propriety. Assigns duties and work schedules; approves leave. Provides assistance in technical areas of work. Reviews reports written by subordinates. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline. Provides on-the-job training for department members.

Supervises law enforcement activities of all subordinate personnel on the assigned shift and personally performs duties in the areas of patrol operations, traffic control and traffic accident investigation, criminal investigations, special tactical operations, and handling of juveniles.

Checks assigned equipment on a regular basis to ensure that it is in correct operating condition. Arranges for repairs and maintenance; makes inspections to ensure that repairs were properly accomplished. Disburses supplies and equipment when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be an incumbent in the class of Police Lieutenant.

Must be a regular and permanent employee in the class of Police Lieutenant.

Police Captain BO
Original Adoption: 02-11-46
Revision Dates: 02-09-54, 02-24-55, 01-06-66, 10-24-91, 05-20-19

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is coordinating the activities of the patrol shifts. Employees of this class manage law enforcement functions for assigned shifts, including managing all assigned personnel and supervising the care of assigned equipment and property. Police Majors are also responsible for overseeing the preparation of required records and for performing assigned public relations duties, in addition to assisting in research and planning for department activities. The positions of this class require the ability to perform routine and special assignments with a high degree of independence. Work is reviewed by the Assistant Police Chief, and this class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a police department service or division, including making decisions concerning officer deployment. Oversees and personally performs law enforcement activities in the areas of patrol operations, traffic control and traffic accident investigation, criminal investigations, special tactical operations, the handling of juveniles, and/or jail operations. Conducts inspections of assigned department services, evaluates the effectiveness of these services, and discusses such evaluations with employees in charge of areas inspected to correct or improve problem areas. Assists in the research and planning of programs and activities of the department. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Keeps informed on modern methods of police department work and any local conditions which the department may be called upon to combat. Works with police officers' labor unions and related organizations whose operation affects the careers of police department personnel and the work of the police department. Reviews incoming communications, making assignments to staff or routing work to the appropriate person or location.

Organizes and manages the personnel recruitment and selection program, including interviewing prospective employees and making recommendations for hiring. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law. Investigates all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel

and formulates a recommendation for reply to the complaint or for action to be taken. Sees that all department personnel policies conform to EEOC standards. Makes recommendations for improvements in the training program. Maintains a library of training materials.

Answers questions or handles complaints from the public about the operation of the police department or related areas of law enforcement. Coordinates special service projects including community relations programs to enhance the public image of the police department. Works with other law enforcement or related agencies, releasing information and giving assistance when required. Serves as official department representative to the news media and at any assigned meetings to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service.

Holds meetings with subordinates to receive reports, disseminate information, or delegate authority. Assigns work areas and work schedules, including approving leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides on-the-job training for department members. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Participates in maintaining discipline.

Manages bookkeeping of all department accounts in order to maintain accurate fiscal records. Prepares expenditure estimates and authorizes the expenditure of funds allocated for police department operation. Purchases or recommends the purchase of equipment and supplies in the manner provided by the lawful authority. Gathers information to be used in compiling budgets and prepares the department operating budget.

Determines what information should be included in department records and in what form this information should be kept. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Writes reports needed to document the activity of the assigned division. Writes letters in answer to written or oral requests or as needed to handle problems of the police service. Writes newspaper articles or any other type of official department position paper for publication. Writes requests for grants or other special funds to aid in the operation of the police service.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Maintains department inventory of supplies and equipment and disburses supplies and equipment to police personnel as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Captain.

Police Major BO
Original Adoption: 10-24-91
Revision Dates: 01-09-03, 05-20-19

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory law enforcement position, the primary duty of which is assisting the Police Chief in overseeing the operation of the police department. The incumbent of this class may be assigned to perform the duties of the Police Chief in the absence of the Chief. The Assistant Police Chief assists in research and planning for department operations, oversees the management of finances for the department, performs public relations duties, and provides for the preparation and maintenance of department records and reports. In addition to administrative functions, the employee of this class also oversees the law enforcement operations of the department. The Assistant Police Chief receives special instructions from and has work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of Police Chief in the absence of the Chief. Assists in managing all operations of the police department. Assists in determining how to organize operations of the department, including how to deploy department personnel. Conducts research and assists in the planning of programs and activities of the department. Conducts inspections of the various services of the department, evaluates the effectiveness of these operations, and takes appropriate action to correct or improve problem areas.

Reviews incoming communications; handles matters reviewed or makes assignments to staff members. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Works with boards and agencies whose operations affect the police department.

Investigates complaints against department personnel and recommends action to be taken in reply. Oversees department personnel policies, and keeps promotional eligibility lists, making recommendations for promotion in accordance with civil service law. Assists in developing a

training program for the department and sees that the program is properly staffed and supplied with training resources.

Keeps accounts showing the money and assets of the department. Assists in the preparation of the departmental operating budget. Authorizes the expenditure of funds allocated for department operation, making sure that such expenditures are in accordance with the budget. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Assists in determining the format and content of department records and reports. Supervises the maintenance of records by reviewing those completed by subordinates and by periodically inspecting systems and facilities for maintaining them. Completes any forms and records and writes any reports required to document department activities. Writes letters in answer to requests or as needed to handle police department problems.

Meets with local government, civic, or professional groups to give reports, offer advice, make recommendations, or keep informed on local trends that may affect the police service. Makes speeches or conducts demonstrations on law enforcement topics for schools or civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or related areas of law enforcement work. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Coordinates special public service projects to enhance the public image of the police department. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Supervises subordinate police department employees. Holds meetings to receive reports and disseminate information. Assigns duty areas and work schedules and approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides for on-the-job training for department members.

Oversees law enforcement activities of the department, including patrol and general law enforcement operations, traffic control and traffic accident investigation, criminal investigations, and special tactical operations.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and property. Provides for repairs and regular maintenance. Meets with sales representatives to

review products and to make decisions on purchasing. Maintains an inventory of supplies and equipment for the department and sees that supplies are properly disbursed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Police Major.

Assistant Police Chief BO

Original Adoption: 09-10-54

Revision Dates: 12-11-62, 01-06-66, 04-07-88, 10-24-91, 05-20-19

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest ranking position in the police department, the primary duty of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations, for management of personnel, and for management of all department assets. The employee of this class plans and directs systems to provide law enforcement and crime prevention services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The employee of this class works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Organizes the personnel management functions of the department to efficiently provide required services while minimizing expense. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location.

Reviews department structure and operations as a result of research conducted and decides if new programs or policies are needed or if changes in current structure or operation are required. Reviews existing or proposed legislation, regulations, or court rulings to determine if department operations are affected. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods to evaluate productivity, and identifies target areas for productivity improvement.

Develops a personnel recruitment and selection program, interviews prospective employees, and makes recommendations for hiring. Maintains promotional eligibility lists and recommends promotions. Establishes a system of performance evaluations and uses information from evaluations to make personnel decisions. Develops a grievance resolution procedure. Prepares for and participates in collective bargaining efforts.

Collects and analyzes data on extent and causes of risk and devises a risk management program; monitors the results of the risk management program. Develops and implements a safety program for the department. Establishes and maintains a system of line and staff inspections to exercise control through observation and review. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Manages the operation of the general accounting system for the department. Authorizes the expenditure of funds allocated for police department operation. Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Oversees and utilizes a system of information management. Establishes policy and supervises the production of records and reports. Compiles, analyzes, and organizes data needed and writes reports needed to document the operation of the department. Writes letters in answer to requests or needed to address needs of the department.

Promotes a positive public image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings, and works with boards and agencies whose operations affect the police department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Determines target areas for crime prevention and develops a public education program to meet identified community needs.

Supervises department employees, making and monitoring work assignments, providing tools and equipment and a safe work environment, and insuring that employees meet departmental standards for safety and propriety. Holds meetings to receive reports, disseminate information, or discuss work problems. Provides for on-the-job training for subordinates. Evaluates training needs, establishes a training program, and maintains the program, providing for outside training when needed.

Orders and purchases equipment and supplies, keeping such purchases within the established budget.

Manages the law enforcement functions of the department, including planning, organizing, and directing patrol functions, traffic control, criminal investigation, special tactical operations, and handling of juveniles.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities **OR** must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would

provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief BO

Original Adoption: 02-11-46

Revision Dates: 02-09-54, 01-06-66, 03-12-91, 02-26-18, 05-20-19

CORRECTIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in the jail, the primary duties of which involve the custody and care of detainees and inmates and the security of the jail facility. Employees of this class are responsible for booking and processing persons taken into custody, supervising inmate activities, maintaining records of jail operations, and making lawful arrests of persons committing crimes while in custody. This class is non-supervisory in nature. Employees of this class report to and have work reviewed by a Corrections Officer II. Corrections Officers rank immediately below the class of Corrections Officer II.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs booking procedures for inmates in accordance with established procedures, including reading the prisoner his/her rights, conducting searches for contraband, securing personal property, fingerprinting and photographing inmate, and placing inmate in jail cell. Completes and maintains inmate records, such as name and address, date and time of arrest, charges, and name of arresting officer. Completes forms, records, and reports of jail activity in accordance with department procedures.

Makes periodic inspections of the jail facility and equipment in order to maintain jail security and cleanliness. Prevents or controls fighting or other disruptive behavior, using weapons or restraining devices when necessary. Disciplines inmates for violations or infractions of rules. Inspects packages and screens visitors to confiscate contraband. Operates security devices such as cameras, monitors, and manual and/or automatic locks.

Maintains an inventory of supplies needed in the jail. Inspects and maintains emergency equipment for use in case of fire. Makes or reports needed repairs.

Supervises inmates during serving of meals. Distributes clean clothing to inmates. Provides for inmates in need of medical attention. Administers first aid and CPR, as may be necessary.

Participates in training which is offered, conducted, or sponsored by the department.

Receives telephone calls from the public, assisting caller or referring caller to a superior officer for assistance.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen (18) years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Corrections Officer BO
Original Adoption: 01-09-03
Revision Dates: 02-26-18

CORRECTIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the jail facility of the police department, the primary duties of which include the care and supervision of inmates, maintaining safety and security within the jail facility, and the general supervision of lower ranking jail personnel. Corrections Officers II supervise the booking and processing of arrested persons, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Employees of this class perform tasks with little supervision, reporting to and having work reviewed by a Police Major.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all of the duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of the jail. Prepares for shift by reviewing records of previous shift activity or being briefed by out-going officer. Reviews incoming communications, making assignments to staff or routing the work to the appropriate person or location. Coordinates the work of the division with related federal, state, and local agencies, relating information and giving assistance when needed. Keeps abreast and informs subordinates of changes in regulations, laws, technical developments, new departmental policies, or related matters. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or for action to be taken. Answers inquiries and handles complaints from the public about the operation of the jail.

Performs booking procedures for arrested persons brought to the jail, including searching inmates, photographing, fingerprinting and securing personal property, and completing necessary arrest records. Ensures that inmates are secured in cells. Provides for inmate needs, including meals, clothing, and medical attention. Makes sure jail facility is clean. Drives vehicle to transport inmates or accompanies inmate from the jail to another location and back to the jail.

Conducts routine and random searches of inmates and jail facilities to discover and seize contraband and to perform inmate counts. Operates security devices. Hears inmate grievances and counsels inmates. Prevents or controls disruptive behavior among inmates and disciplines

inmates for violations or infractions of rules, using weapons and restraining devices when required. Inspects and maintains emergency equipment.

Supervises inmates and trustees in any activities taking place in or outside of the cells, such as meals, recreational, or rehabilitation activities. Controls the movement of inmates within the jail facility and in transit to other locations, such as court or medical facilities. Uses weapons and restraining devices as may be required in order to maintain control and security. Hears and counsels inmates with grievances. Prevents or controls disruptive behavior. Disciplines inmates for violations or infractions of rules according to departmental policies and procedures.

Supervises lower ranking jail personnel. Inspects the appearance of subordinate personnel and assigns duty areas. Assigns work schedules and approves leave. Provides on-the-job training for new employees. Reviews reports written by subordinates and provides technical assistance when needed. Evaluates work performance of subordinates. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Maintains discipline among subordinate employees.

Maintains an inventory of supplies necessary for the operation of the jail facility. Inspects and maintains division equipment, calling for repairs or notifying supervisor when repairs are needed.

Completes records and writes reports required to document seized contraband, incidents or disturbances that occur in the jail, reports on medical attention to prisoners, or related records or reports necessary for the operation of the jail. Writes letters in answer to requests addressed to the jail or letters needed to address problems or other needs of the division.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, of legal age and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have and maintain a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Corrections Officer.

Corrections Officer II BO Original Adoption: 01-09-03 Revision Dates: 05-20-19
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RADIO DISPATCHER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level communications positions, the primary duties of which involve monitoring and operating the police radio system and related emergency communication equipment for an assigned shift. Radio Dispatchers have the responsibility of maintaining the location of officers on duty, dispatching units in accordance with established policies and procedures, and relaying information or answering questions from field units. Incumbents of this class receive and record complaints and maintain records on communications division activity. Employees of this class report to and have work reviewed by the Radio Dispatcher Supervisor. This class ranks directly below that of Radio Dispatcher Supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers emergency and non-emergency telephones for the police department, taking appropriate action as designated by department policy. Receives calls for the 911 system. Receives complaints over the telephone or from other sources, taking as much information as possible from the caller such as name, address, nature of problem, and any other information required by departmental procedures. Records all complaints and related information to maintain records of dispatching activity. Performs any tasks which are required to comply with FCC regulations.

Dispatches units following departmental procedures, tracking the location and status of emergency units at all times. Operates control board to call designated officers when necessary. Takes requests for assistance from units and provides for requested assistance following departmental procedures. Relays information or answers questions from field units or refers questions to appropriate supervisor. Keeps track of time and mileage on patrol units transporting prisoners, suspects, or private citizens.

Operates computer keyboard and uses designated computer codes to send or receive messages concerning drivers licenses, runaways, criminal records, or related matters from NCIC or other law enforcement agencies. Directly contacts state police or other law enforcement agencies to obtain pertinent information. Listens to radio frequencies such as sheriff's department, state police, fire department, or others to keep track of activity in the area and to take appropriate action when necessary. Follows established procedures when registered burglar alarms are received by departmental monitors. Notifies special units of agencies designated by departmental procedures in special or emergency situations.

Personally completes forms and records required. Maintains division records compiled or used by the dispatching section or by Police Officers and department officials using designated filing system. Compiles and analyzes data needed for reports. Writes letters in answer to written or oral requests addressed to the communications division or needed to handle problems or to address other needs of the communications division as assigned by supervisor.

Tests communication equipment by sending or receiving messages to insure proper readiness for service.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than (19) nineteen years of age.

Radio Dispatcher BO	
Original Adoption:	01-21-77
Revision Dates:	10-09-95, 11-20-07, 02-26-18

RADIO DISPATCHER SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the communications division of the police department, the primary duties of which involve the supervision of Radio Dispatchers, providing training and monitoring work performance, as well as performing regular dispatching duties as necessary. The incumbent of this class supervises the preparation and maintenance of division records and reports, and provides for the general care and use of departmental communications equipment. The employee of this class receives general instructions and performs independently in most areas. The Radio Dispatcher Supervisor reports to and has work reviewed by a superior officer as designated by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises Radio Dispatchers in the performance of dispatching duties. Provides technical assistance to subordinates. Prepares training materials. Provides instruction in areas related to dispatching. Conducts on-the-job training in departmental dispatch procedures and the operation and use of communications equipment. Delegates authority to subordinates for the more effective operation of the division. Evaluates work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and discusses work performance. Recommends disciplinary action to superiors. Resolves employee complaints and grievances. Inspects the appearance of equipment and personnel. Holds meetings with subordinates.

Assist in answering emergency and non-emergency telephones for the police department and 911 system, taking appropriate action as designated by department policy. Receives complaints over the telephone or from other sources, taking as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures. Enters all complaints and related information into computer by use of computer keyboard, using appropriate codes and signals. Dispatches units following departmental procedures. Keeps track of the location and status of emergency units at all times using the computer-aided dispatching (CAD) display. Takes requests from units and provides for requested assistance following departmental procedure. Watches or listens to monitors registering burglar alarms and follows established procedures when such alarms are received. Performs any tasks which are required to comply with FCC regulations.

Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Compiles and analyzes data needed for reports and writes reports concerning division operations. Provides for and insures that accurate division records are maintained. Retrieves information from records for any persons authorized to request such information. Writes letters in answer to written or oral requests addressed to the communications division or as needed to handle problems or to address other needs of the communications division. Personally completes any departmental forms and records as required.

Operates computer keyboard and uses designated computer codes to send or receive messages concerning drivers licenses, runaways, criminal records, or related matters from NCIC or other law enforcement agencies. Notifies special units of agencies designated by departmental procedures in special or emergency situations.

Supervises the general care, maintenance, and use of departmental communications equipment. Tests phone system and verifies that tests were performed by subordinates. Provides for the repair of any malfunctioning communications equipment according to department procedure and ensures that repairs were properly accomplished.

Gathers information to be used in compiling budgets. Recommends the purchase of equipment and supplies, keeping such purchases within the established budget. Orders and disburses supplies and equipment as needed within the division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a

degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be a regular and permanent employee in the class of Radio Dispatcher for at least four (4) years immediately preceding the closing date for application to the board.

Radio Dispatcher Supervisor BO

Original Adoption: 11-20-07

Revision Dates: 02-26-18, 01-10-23

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a technical, highly responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports and records and all other duties of a secretary including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the Police Chief and for other ranking police officers.

EXAMPLES OF WORK:

(NOTE: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Takes and transcribes dictation and types from rough draft and other sources, letters, memoranda, forms and other material;

Acts as clerical assistant to the Chief of Police, composes important correspondence, relieves the Chief of minor clerical and administrative details and relays orders and instructions to other clerical personnel at the Chief's direction;

Answers telephone in Chief's office, dispenses information to callers, in accordance with policy and appropriately refers callers on to the Chief or to other officers of divisions;

Acts as office receptionist for Chief and other ranking officers, routing visitors to the proper officer as indicated;

Prepares Chief's report to the Administrative Authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order or any routine detail of office operations as required;

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of modern office practices and procedures and of business English, spelling, arithmetic;

Good judgement in making decisions in the light of established procedures and precedents, and

resourcefulness in meeting new problems;

Skill in the use of typewriters, adding machines and other office equipment;

Ability to handle routine clerical operational details independently;

Ability to accurately and effectively take and transcribe dictation and to type from notes and recordings;

Ability and willingness to take and follow oral instructions and to establish and maintain satisfactory working relationships with other employees and the public and retain confidential information.

QUALIFICATION REQUIREMENTS

Must be not less than eighteen (18) years of age at time of appointment from employment list;

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service Board, the physical ability to satisfactorily perform the required work and meet all other general provision of Paragraph 23 of the Municipal Fire and Police Civil Service law and must successfully pass a psychiatric examination before appointment from employment list;

Must successfully pass a Civil Service examination testing aptitude for beginning work in this class.

Secretary to the Police Chief BO
Original Adoption: 02-26-73
Revision Dates: 02-26-18

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is routine clerical work involving primarily the typing and filing of various police records. Personal performance in the preparing, receiving, clearing and maintaining of files and records. Supervision is received from the Police Chief or other department officials.

EXAMPLES OF WORK

(NOTE: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Receives accident, crime, or other reports and types them according to established procedures;

Adds new information to the files of persons with police records;

Types letters occasionally which may be taken by dictation;

Gathers data from file records and prepares reports for the Police Chief and various police agencies;

Revises department filing system when necessary;

Types forms, letters, bulletins, index cards, memoranda and other office material from rough draft or from detailed instructions;

Answers telephone or acts as office receptionist, routes visitors and calls, serves and gives out routine information not requiring interpretation of laws, ordinances or departmental policies;

Takes statements from witnesses and confessions from prisoners which may be taken by dictation;

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of modern office practices and procedures and of business English, spelling, arithmetic;

Good judgement in making decisions in the light of established procedures and precedents, and resourcefulness in meeting new problems;

Skill in the use of typewriters, adding machines and other office equipment;

Ability to establish and maintain an effective filing system;

Ability to compose and prepare effective reports;

Ability and willingness to take and follow oral instructions and to establish and maintain satisfactory working relationships with other employees and the public and retain confidential information.

QUALIFICATION REQUIREMENTS

Must be not less than eighteen (18) years of age at time of appointment from employment list;

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local Civil Service Board, the physical ability to satisfactorily perform the required work and meet all other general provisions of Paragraph 23 of the Municipal Fire and Police Civil Service law and must successfully pass a psychiatric examination before appointment from employment list;

Must successfully pass a Civil Service examination testing aptitude for beginning work in this class.

Departmental Records Clerk BO
Original Adoption: 11-08-50
Revision Dates: 01-06-66, 06-18-68, 02-26-73, 02-26-18